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2.3 DOCUMENTATION

This section of Chapter 2 deals with documentation of grain weight and grain flow integrity. This information provides a backup for official and supervision of grain weight certificates. The logs and tapes are admissible as prima facie court evidence and will be used as proof that certificates are correct. Therefore, it is important that the weigher enter as much clear, concise, and accurate information as possible. Information or unusual events that might relate to the grain weight (e.g., light loads, open hatch covers, appearances of pilferage, etc.) should be documented on the appropriate scale tape on a sheet of paper attached to the scale tape when logs are not used. Supervisors are responsible to assure logs are correctly used and those official personnel record all necessary information.

a. **Scale Tapes.**

Scale tapes. Scale tapes are supporting fact documents to the log and certificate. The gross and tare weights are recorded on the tapes as the grain is weighed. Official personnel should record the following information on each tape if the scale does not preprint the information (required): gross weight(s), tare weight(s), total net weight, kind of grain, date, time, sublot number, scale number, carrier identification, tape identification, and authorized or licensed weigher's initials or signature. Rubber stamps with labeled spaces for this information may be used to assure that it is included on the tape. Scale tape identification may be numbered consecutively or numerically alphabetized. Retain the <u>original</u> tape with the certificate or log for 5 years.

Do not allow manual manipulation of the printer's scale tape weight, except for those devices controlled and supervised by licensed or authorized personnel. Additions or subtractions to the printed total to account for spills may be entered by hand. Official personnel should initial all notations or changes to scale tapes, next to the change.

If weighing stops (e.g., lunchtime), either subtotal and initial the tape, or total and remove the tape from the printer. When weighing resumes, subtotal the tape and verify that the weight matches before resuming using either method.

(1) **Electronic Scale Tape Verification.** Verify weight display values with printed weight values on each weight entry when elevator scales are manually operated. Periodically verify the draft weight display value to the printout to assure proper system operation when electronic scales operate in the automatic mode, and to assure proper system operation and detect printer malfunctions promptly.

(2) **Multiple Weight Displays and Printers (Home and Remote)**. Use the tape from the official printer (designated by the field office manager or scale specialists) for certification and record keeping purposes. About three to four times per shift, crosscheck agreement of printed weight values from all printers with one another. Stop weighing at once if there are differences. Differences between the printers could indicate possible printer problems. Promptly inform the scale specialist of the problem and document the occurrence in the FGIS-963, Scale Record Log.

When supervising the weighing of export shiplots, document the scale tapes in one of the following ways:

(a) Sublot Method.

At the end of a sublot, total or subtotal the tape(s). Place the sublot number and your initials next to the total or subtotal. If the tape's weight is a subtotal, manually calculate the weight the tape represents of the sublot, and place on the tape with all the other required information. Do not splice tapes with adhesive tape, number the tape parts and identify the parts on the Weight Loading Log. Check the scale tape(s) for errors before transferring to the FGIS-968.

(b) Subtotal Method.

Subtotal the tape and place the weight of the subtotal on the FGIS-968, Weight Loading Log. Check the scale tape for errors, initial it and if not printed, record the time for the subtotal on the tape.

Section 2.3 (B) (2), How to Complete the Weight Loading Log gives instructions on how to determine which method to use.

b. **Certificates as Source Documents.** Record the scale number or designate on the certificate when the certificate or special design certificate is used to record weight impressions from printers (e.g., on some inbound truck scales).

Exhibit M. Weight Loading Log Instructions

1 Identification of Carrier - Name of ship, number, etc.

2 Location (City and State) - Location of grain facility.

3 Account of - The name of the grain facility (e.g., Cargill Irving Elevator). If the elevator is not the owner of the grain, record the elevator and the owner (e.g., Public Elevator/Concourse Grain Company).

4 Load Order - Contract load order number for the lot. Entry optional.

5 Grain - Kind of grain.

6 Field Office - The field office that has jurisdiction over the grain facility. This entry may also include State jurisdiction (e.g., Mobile FO/State of Alabama).

7 Loading Started - Time and date the first grain was loaded aboard the vessel. Record in Military time.

8 Loading Finished - Time and date all the grain was properly stowed aboard the vessel. Record in Military time.

9 Stowage of Vessel - List the holds into which the grain was loaded and notation on the type of ship, i.e., tanker, 'tween decker, etc. When the stowage is identical to inspection, this entry may be omitted. Write "See Inspection Log" in the stowage space.

10 Hold No. – Condition, date, time, and initials of inspector for PRIOR-TO-LOADING STOWAGE RESULTS. This entry may be omitted. See “STOWAGE OF VESSEL”.

11 Date - Date of sublot/subtotal cutoff.

12 Time - Start and finish time for the sublot or subtotal. This entry may not be on an individual tape basis. Record in Military time.

13 Sublot - This entry will correspond to the inspection sublot number. This may not be applicable at elevators that are using the subtotal method.

14 Tape – The number of the scale tape corresponding to the subtotal or sublot entry.

15 Shipping Bins – If the elevator has a shipping bin system, record bin numbers here to ensure grain flow integrity. If the elevator does not use shipping bins, leave this column blank.

16 Stowage – Record stowage for the sublot or subtotal. This entry is optional when inspection stowage is identical. If the entry is omitted, write “See Inspection Log” in the stowage column.

17 Scale No. - Number of scale used for the corresponding entry.

18 Weight - Record the amount of grain weighed on the corresponding scale.

19 Total Pounds - Record the total amount of grain weighed for the sublot or subtotal. If the elevator uses more than one scale, add all weights for the scales used and record that amount in this column.

20 Accumulated Pounds Prev. Pg. - Use this space to record the total accumulated pounds from the previous page.

21 Accumulated Pounds - Use this column to keep a running total of pounds for the ship.

22 Weigher – Initials of the weigher responsible for this line of the log.

23 Remarks – This column will be used to record anything associated with, or unusual to, the weighing operation and certification of the shiplot. Date and time columns are provided for recording when these events occur.

- results of the preloading survey;

- notations regarding downtimes in the weighing or loading operation (e.g., lunch, weather, overnight, etc.);

- notations on scale malfunctions;

- weighback weights and explanations for the weighbacks;

- rejected and returned (R&R) explanations;

- notations regarding periodic verification of control board indicators and actual house setting;

- results of the postloading survey;

- cutoff weights and times;

- final corrections for spills.

24 Grain Handling Practices Observations – Date, time, and inspector’s initials making tours of facilities following Grain Handling Practices instructions. Do not state results.

25 Total Net Weight Loaded – The total amount of grain officially weighed.

26 Certified By (signature) – Signature of the weigher who finished the ship, the last weigher to work the log.

27 Printed Name – The printed name of the individual certifying the log.

28 Date – The date the log is certified.

29 Reviewed By (signature) – Signature of the individual who reviewed the log.

30 Printed Name – The printed name of the individual who reviewed the log.

31 Date – The date the log is reviewed.

Exhibit N. Weight Loading Log

FORM FGIS-968 (APR 99) (Previous editions are obsolete)

Page ________ of ________

U.S. DEPARTMENT OF AGRICULTURE
GRAIN INSPECTION, PACKERS AND STOCKYARDS ADMINISTRATION
FEDERAL GRAIN INSPECTION SERVICE

WEIGHT LOADING LOG

This log is NOT an official certificate of weight

Instructions on reverse

IDENTIFICATION OF CARRIER **1**	LOAD ORDER **4**	LOADING STARTED — DATE / TIME **7**	STOWAGE OF VESSEL **9**	HOLD NO.: / CONDITION: / DATE/TIME: / BY: **10**
LOCATION (City, State) **2**	GRAIN **5**	LOADING FINISHED — DATE / TIME **8**		
ACCOUNT OF **3**	FIELD OFFICE **6**			

DATE	TIME From	TIME To	SUBLOT	TAPE	SHIPPING BINS	STOWAGE	SCALE NO.	WEIGHT	TOTAL POUNDS	ACCUMULATED POUNDS Prev. Pg.: **20**	Weigher	REMARKS (DATE / TIME)
11												**23**
	12											
			13									
				14								
					15							Preloading/Postloading Survey Results
						16				**21**	**22**	
							17					Notations Regarding Downtimes
								18				Reject & Return Explanations
									19			
												GRAIN HANDLING PRACTICES OBSERVATIONS: DATE / TIME / BY: **24**

TOTAL WEIGHT LOADED (pounds)	CERTIFIED BY *(signature)*	PRINTED NAME	DATE	REVIEWED BY *(signature)*	PRINTED NAME	DATE
25	**26**	**27**	**28**	**29**	**30**	**31**

WARNING: Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this log or participate in any such actions or otherwise violate provisions in the U.S. Grain Standards Act, the U.S. Warehouse Act, or related Federal laws is subject to criminal prosecution and assessment of civil penalties.

c. **FGIS-968, Weight Loading Log.** Use the Weight Loading Log, FGIS-968, for documenting events as they occur when weighing shiplot grain. It adapts to shipping bin and continuous loading systems. All agencies and field offices are required to use the Weight Loading Log (FGIS-968) for export shiplot grain, unless otherwise approved by the Weighing and Equipment Branch.

(1) **Use as Documentation.** Use the weight loading log to document the exact loading history of shiplot grain. It is the primary support document to the Official Grain Weight Certificate. Use it to document the grain flow by using shipping bin numbers, stowage, remarks, etc. The entries must be accurate and neat to reconstruct the events that occur during the weighing and loading of a ship.

(2) **How to Complete the Weight Loading Log.** Keep the log as neat and legible as possible. Cross out, with one red line, rejected and returned shipping bins. Explain in the "Remarks" column or "Stowage" block why the bin was returned, and adjust the accumulated pounds to the correct weight if necessary. Record the amount adjusted (total pounds column) in red. Log all grain weighed, rejected, or voluntarily returned on the weight loading log. If the elevator voluntarily returns weighed grain, write "The elevator elected to return." Be sure to document the delivery system cleanout verification when lots change or finish (e.g., shipping bins, belts, etc.).

Do not use "white out" on the Weight Loading Log. Draw a line through any mistakes and initial the new entry. Obtain the final total for spills at the end of the ship. If the elevator elects to have the spilled amount subtracted, enter the time and amount in the "Remarks" section and adjust the accumulated pounds. If the elevator elects to replace the spilled amount with a like amount of grain, record the amount, time, and the scale used in the remarks section of the FGIS-968. Retain the FGIS-968 with the scale tapes for 5 years.

Of the two methods of completing the FGIS-968, sublot and subtotal, use the sublot method whenever possible.

Sublot Method. Use the sublot method when the sublot weight correlates with the official grain sample. Use the protocol outlined on page 1-10 of Chapter 1, for establishing sublot size, etc.

When the sublot completes, total or subtotal the tape(s) on the FGIS-968, Weight Loading Log.

(a) Total or subtotal the tape(s) on the FGIS-968, Weight Loading Log.

Record the weight for <u>each</u> scale in the weight column (18) "Weight" corresponding with the scale and tape numbers in columns (14) "Tape" and (17) "Scale No." Record the tape's sublot net weight only in column (18) "Weight", not tape subtotals.

1) Place the total weight for the sublot, the sum of all tapes for the sublot in column (19), adjacent to the last tape entered for the sublot.

2) Add the total for the sublot to the previous accumulated pounds total column (21).

Any other pertinent information concerning the sublot goes in the "Remarks" area. Notify the inspector when the sublot completes and give the inspector the start/finish times and weight.

Subtotal Method. Use the subtotal method when the weighed grain from the scales does not correlate with the official grain sample (e.g., surge or shipping bins located between scales and D/T mechanical samplers).

Subtotal each scale and place the subtotal for each scale in the weight column (18) "Weight" and the corresponding scale number in the scale column (17) "Scale No." at shipping interruptions

such as lunch, shift changes, or at any other interval the field office manager deems appropriate.

1) Place the total of the weights in the "Total Pounds" column (19).

2) Add the total pounds to the previous accumulated weight and place the new accumulated weight of the vessel in the accumulated pounds column (21).

d. **Automated Weighing System Documentation.** An automated weighing monitoring system is a computerized system intended to run without continual monitoring by an inspection/weighing team. These systems evaluated and approved by GIPSA must perform as many of the weigher tasks as possible automatically. An inspector or supervisor must perform any tasks not performed automatically. All entries into logs are automatic, other than remarks and spill log entries. Spill corrections are automatically calculated on the weight loading log.

(1) **Weight log.** Official record of an export weighing operation which automatically allows reconstruction of a weighing operation in case of problem or complaint. Print the loading log when the vessel completes and retain 5 years.

(a) **Header.** Places for identification of the carrier, elevator, field office, load order, type of grain, start and stop times for loading. The start and stop times refer to actual grain loading, not inspections before or after.

GIPSA has developed a system for automating the cusum inspection procedure. In connection with that, a 15-digit GIPSA Lot ID Number will be required on the header as that system comes online.

(b) **Line Entries.** Each line on the Weight Log corresponds to a sequence of drafts going from one shipping bin. The scale should be totaled at the end of the sequence.

1 **Date and Times:** The times of the first and last drafts included in the line of the weight log. These times must correspond to the times printed for those drafts on the scale

tape, as scales tapes will no longer be cut, stamped, and given an ID number when the scale is totaled. The starting and ending times for the line in the weight log are critical to identifying the section scale tape, which corresponds to that line.

2 **Scale and Shipping Bin ID Numbers:** A scale should be totaled before its connection to a shipping bin is broken, and two scales are not normally allowed to feed the same at one time. A line entry should have only one scale number and one shipping bin number.

3 **Weight:** The total weight of the sequence of drafts represented by the line entry.

4 **Sublot Number:** The sublot to which the grain represented by the scale tape was assigned. This number may have to be changed if a sublot is sent back to the house.

5 **Total Pounds:** This is the total weight in the sublot. It should be entered on the last line assigned to the sublot in question. Other lines for that sublot should have this entry blank.

6 **Accumulated Pounds:** Total weight of all sublots before and including the one represented by the line entry in question. It should be entered on the last line assigned to this sublot. Other lines for this sublot should have this entry blank. The computer should be able to make corrections to the accumulated pounds for spills and sublots returned to the house.

7 **Stowage:** The destination of the grain (hold number, or returned to elevator).

8 **Weigher's Initials:** This should show the initials of the person who acknowledged the "OK to Weigh" at the beginning of the tape or the "Pull Sample" at the end of the tape.

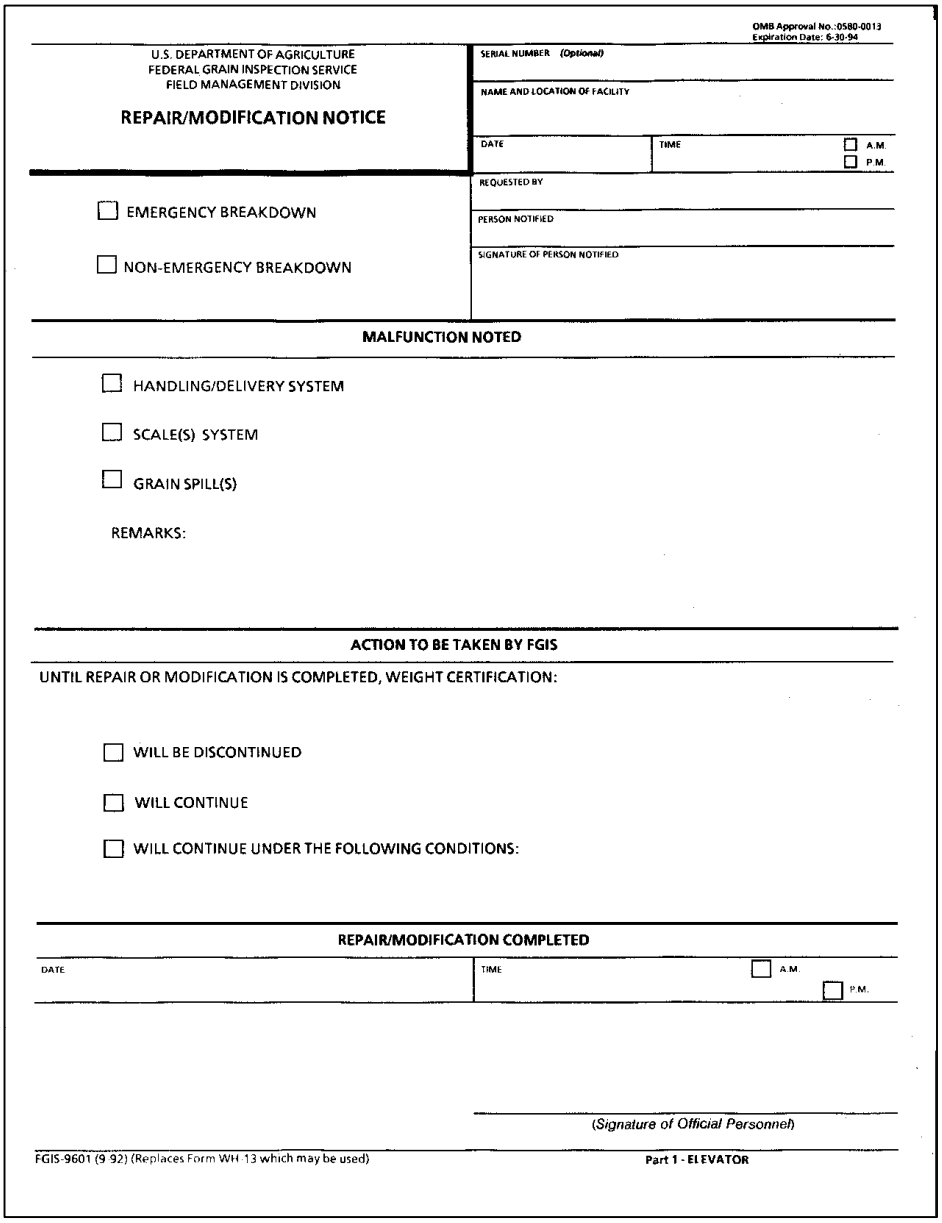
9 **Remarks:** These do not correspond to the figures on the line to their left. Some remarks are filled in before loading begins.

(2) **Event log.** The event log does not have a form to be printed on. Event logs are detailed, supplemental information that the field offices and agencies keep, aiding in reconstructing a weighing operation. Event logs are normally printed, but can also can be kept on computer disks. The Weighing and Equipment Branch decides when and whether computer disks can replace hard copies. Retain event logs for 3 years.

Typical List of Events Logged
Log-in or log-out of Official personnel
Permissive issued
Messages issued by the system
Acknowledgement of messages by Official personnel
Diagnostic checks performed
Scale tests performed (lifting weights)
Alarms, with description
Corrective action taken for an alarm (manual entry)
Other manual entries
(Any other event of interest to FGIS)

(3) **Video tapes.** Video tapes used in time-lapse recording of closed-circuit television installations. Retain for 90 days.

Exhibit O. FGIS-9601, Repair/Modification Notice



OMB Approval No.:0580-0013
Expiration Date: 6-30-94

U.S. DEPARTMENT OF AGRICULTURE
FEDERAL GRAIN INSPECTION SERVICE
FIELD MANAGEMENT DIVISION

REPAIR/MODIFICATION NOTICE

SERIAL NUMBER *(Optional)*

NAME AND LOCATION OF FACILITY

DATE | TIME ☐ A.M. ☐ P.M.

REQUESTED BY

PERSON NOTIFIED

SIGNATURE OF PERSON NOTIFIED

☐ EMERGENCY BREAKDOWN

☐ NON-EMERGENCY BREAKDOWN

MALFUNCTION NOTED

☐ HANDLING/DELIVERY SYSTEM

☐ SCALE(S) SYSTEM

☐ GRAIN SPILL(S)

REMARKS:

ACTION TO BE TAKEN BY FGIS

UNTIL REPAIR OR MODIFICATION IS COMPLETED, WEIGHT CERTIFICATION:

☐ WILL BE DISCONTINUED

☐ WILL CONTINUE

☐ WILL CONTINUE UNDER THE FOLLOWING CONDITIONS:

REPAIR/MODIFICATION COMPLETED

DATE | TIME ☐ A.M. ☐ P.M.

(Signature of Official Personnel)

FGIS-9601 (9-92) (Replaces Form WH-13 which may be used) **Part 1 - ELEVATOR**

e. **When to Use the FGIS-9601, Repair/Modification Notice.** Use the Repair/Modification Notice (FGIS-9601) to inform the elevator of a needed repair or operational change. Use only to request repairs needed to ensure grain flow integrity, accurate weights, safety, or to report noncompliance activity of prohibited grain handling practices. Retain for 5 years.

(1) **Instructions for Use.** To complete the Repair/Modification Notice, enter the following information (see Exhibit O):

(a) Serial number - optional.

(b) Name and location of facility.

(c) Date the form was prepared.

(d) Name of official personnel (Supervisor or Scales Specialist) requesting repair or modification.

(e) Name of elevator person notified.

(f) Signature of the person notified.

(g) Check block - emergency breakdown or nonemergency breakdown.

(h) Check block to fit malfunction and explain in remarks what the malfunction is and its location.

(i) Check appropriate block and explain any conditions.

(j) Date of the completion of repair/modification.

(k) Explain what was done and any other pertinent information.

(l) Time the modification was completed.

(m) Signature of official inspection personnel who observed the completion of the repair/modification.

(2) **Distribution.** Complete the notice up to, and including, the "Action To Be Taken By FGIS" section. Give the person notified of the necessary repairs

or modifications the "Part - 1 Elevator" copy of the notice. After the repairs or changes are made, complete the "Repair/Modification Completed" section of the notice and send part 2 to the field office.

Exhibit P. FGIS-966, Seal Log (Book Form)

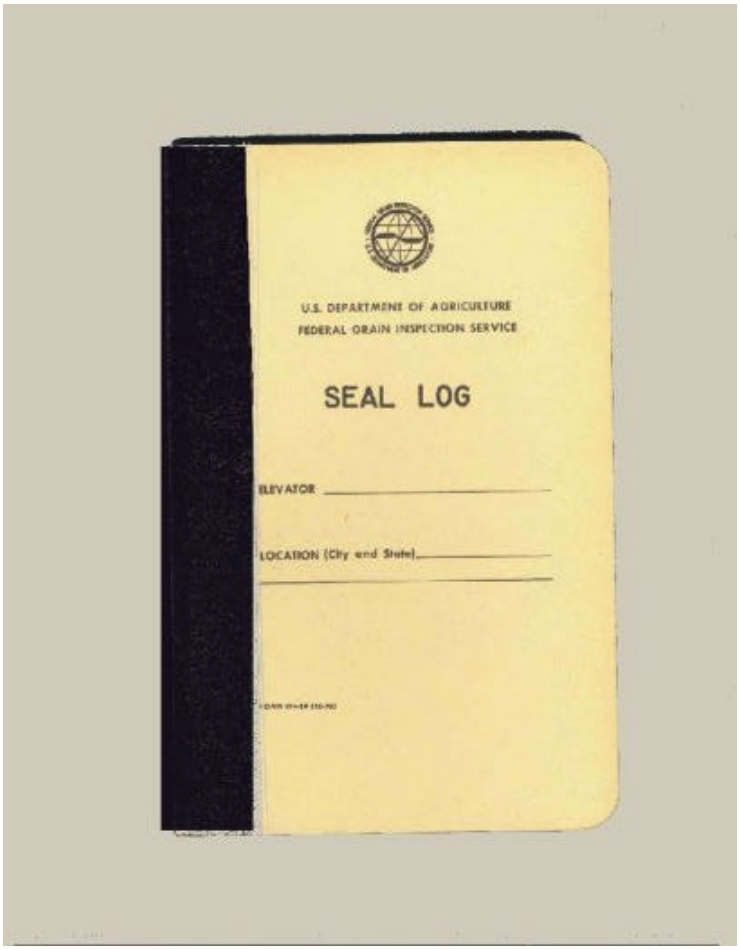
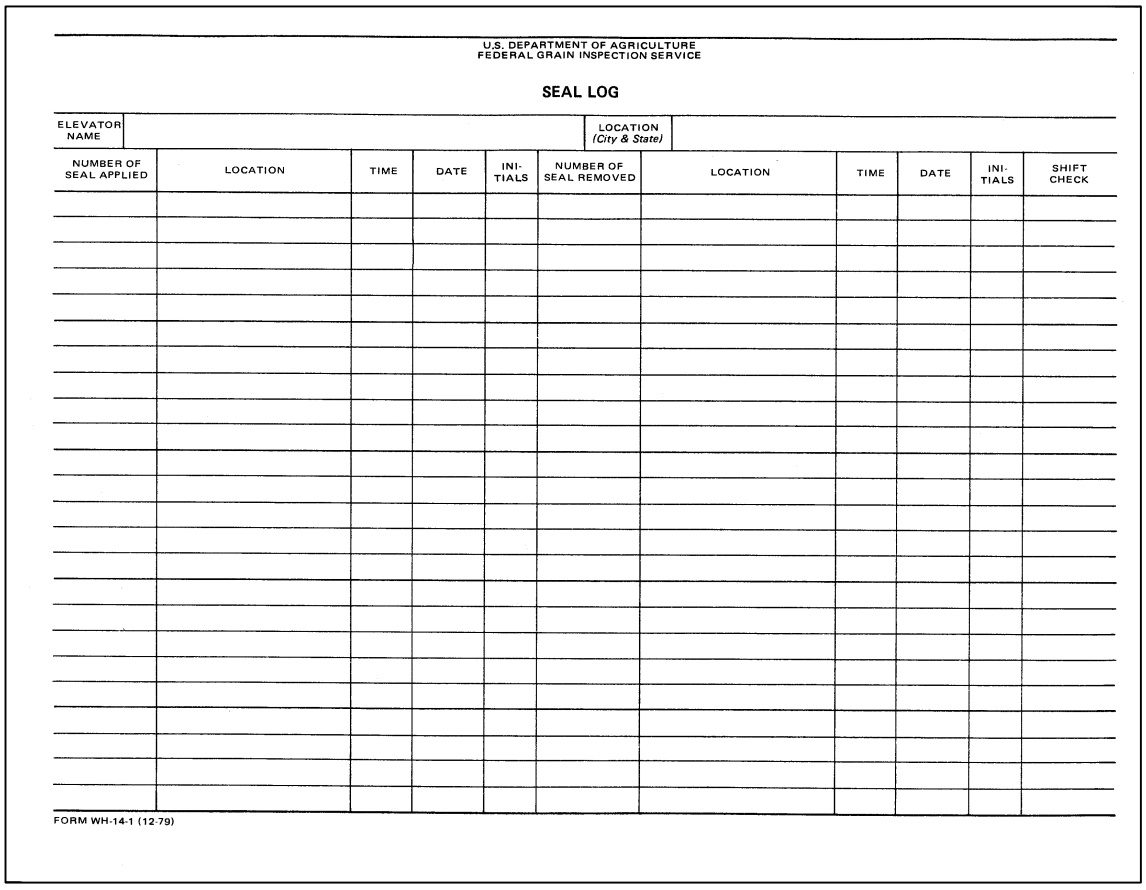


Exhibit Q. WH-14-, Seal Log (Pad Form)



U.S. DEPARTMENT OF AGRICULTURE
FEDERAL GRAIN INSPECTION SERVICE

SEAL LOG

ELEVATOR NAME		LOCATION *(City & State)*	

NUMBER OF SEAL APPLIED	LOCATION	TIME	DATE	INI-TIALS	NUMBER OF SEAL REMOVED	LOCATION	TIME	DATE	INI-TIALS	SHIFT CHECK

FORM WH-14-1 (12-79)

f. **FGIS-966, Seal Log.** Use the Seal Log, FGIS-966 (book form) or WH-14-1 (pad form), to record the application or removal of security locks or seals. Enter the seal number or lock serial number and the location of the control point on the log. Record the opening and closing of locks to verify the grain flow. Weighers need not record seal and lock numbers on the FGIS-968, Weight Loading Log.

Check the locks and seals periodically during the shift. If the lock or seal has been broken or tampered with, contact the supervisor immediately. Determine the cause, time frame, and resulting impact for possible action. See section 1.5 (B) of Chapter 1 of this Handbook for seal or lock application procedures.

Use the pad form of the Seal Log (WH-14-1) when carbon copies are required or if the form is filed separately with other carrier documentation. Retain the seal logs for 5 years.

Seal Log Instructions. Use the Seal Log to record the following information:

(1) Identify the number of the lock or seal applied.

(2) The control points where the seal or lock was applied. Describe the exact location, and use the reference number where applicable.

(3) Military time the seal or lock is applied.

(4) The month, day, and year that the seal or lock is applied.

(5) The initials of the official personnel applying the seal or lock.

(6) The identifying number of the seal or lock removed. This should correspond to the number that was applied. If it does not, or the seal or lock has been tampered with, contact the supervisor.

(7) The location where the seal or lock was removed.

Exhibit R. FGIS-967, Correction Log for Grain Spills

U.S. DEPARTMENT OF AGRICULTURE
FEDERAL GRAIN INSPECTION SERVICE

NAME OF CARRIER

NAME OF ELEVATOR

LOCATION *(City and State)*

CORRECTION LOG FOR GRAIN SPILLS

(see instructions on reverse)

DATE OF SPILL	LOCATION	AMOUNT *(Lbs.)*	TIME	NAME OF OFFICIAL NOTIFIED	ACTION TAKEN	TIME RECTIFIED	REMARKS	INITIALS

FORM FGIS-967 (11-85)

g. **FGIS-967, Correction Log for Grain Spills.** Use the Correction Log for Grain Spills to record all spills, regardless of whether or not they are returned to the grain flow. Record all grain spills because there is often delay in returning the grain to the flow and constant monitoring is not always possible. *On export, fill out a spill log on each vessel, even if there are no spills.*

Check inbound grain spill areas often, so that the proper inbound carrier is credited with the spill. The elevator may return spills to the flow of the grain, at their option.

Visually inspect outbound grain spills to determine if the grain may be returned to the flow. Contaminated spills (as determined by qualified personnel) cannot be returned to the grain flow.

Monitor all spills, as practicable, until they are returned or replaced. If a spill is returned or removed without the supervision of official personnel, subtract the weight from outbound carriers or credit the weight to inbound carriers using the approved statement. Only the final spill adjustment at the end of the loading of a vessel needs to be entered on the weight loading log.

Retain the Correction Log for Grain Spills for 5 years.

How to Use the FGIS-967. Use the Correction Log for Grain Spills to record the following information:

(1) The identification of the carrier (lot number, container ID, etc.).

(2) Note the month, day, and year of the spill.

(3) Location of the spill.

(4) The estimated amount of spilled grain.

(5) Reported time of spill.

(6) The name of the elevator official notified of the spill.

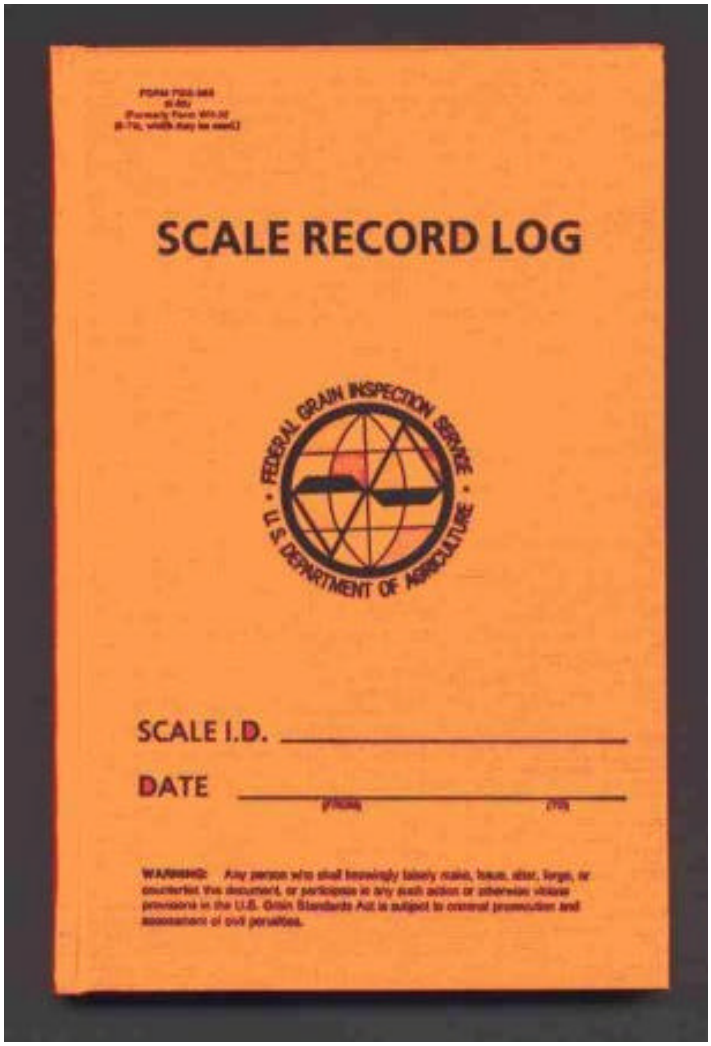
(7) Note whether the spill is replaced, returned, or subtracted.

(8) The time the spill was corrected.

(9) Any remarks the weigher has relating to the spill, e.g., out of condition, part of the spill replaced, etc. On multiple lot ships, record in the "Remarks" area the lot number when the spill occurred.

(10) The initials of the person estimating the spill.

Exhibit S. FGIS-963, Scale Record Log



h. **FGIS-963, Scale Record Log.** Official personnel must keep and maintain, near the indicating element or weight display of each scale, a Scale Record Log.[1] The log is an official record so its accuracy must be carefully maintained. The log should provide historical data on each scale, including, but not limited to:

1 Most indicating elements are in elevator controlled areas -- this is acceptable.

(1) scale tests - dates, times and comments; (2) scale and related equipment malfunctions; (3) scale console sealing dates and data; and (4) any additional information required by the field office manager.

Instructions for Use.

(1) On the front cover, complete the scale ID and the period the log covers.

(2) On the outside back cover, complete the elevator name, location, serial number, and the scale capacity.

(3) On the inside pages, record (1) the dates and results of scale tests; (2) scale and related equipment malfunctions; and (3) any additional data required by the field office manager.

(4) On the inside back cover, record (1) the dates and results of scale tests; (2) scale and related equipment malfunctions; and (3) any additional data required by the field office manager.

(5) When the log is full, file at the field office, delegated State, or designated agency office, as appropriate, and retain as a historical record of the scale's performance.

Exhibit T. FGIS-991, General Service Worksheet

USDA-FGIS

GENERAL SERVICE WORKSHEET

(Reverse may be used for continuation of remarks, seals, and identifiction of carrier)

FIELD OFFICE (2): Corpus Christi

PAGE (3): 1 of 1

NAME AND ADDRESS OF APPLICANT (1): Corpus Christi Public Elevator
P.O. Box 2229
Corpus Christi, TX 78402

LOCATION OF COMMODITY (4): Berth # 1
Corpus Christi, TX

COMMODITY (5): CORN

TYPE OF MOVEMENT (6): ☐ IN ☐ OUT ☒ EXPORT ☐ LOCAL TRANSFER

ID NO. (7): LOT # 1

CONTRACT NO. (8): P.O. 894277689

IDENTIFICATION OF CARRIER (9): M/V Jacinto Challenger

SEALS (10): N/A

GROSS WEIGHT OF FILLED CONTAINERS (11)			
110.6	111.0		
111.0	110.9		
110.8	110.8		
111.0	110.7		
110.6	110.9		
110.7	111.0		
111.0	111.0		
111.1	110.9		
110.9	111.1		
110.9	110.9		
111.1	110.8		
110.8	111.1		
111.0	110.9		
110.8	111.0		
110.7			
110.9			
111.0			
110.9			
111.1			
110.6			
110.8			
111.1			

WEIGHT OF EMPTY OUTER CONTAINERS (14): 20 sacks

TOTAL (15): 14.4 lbs.

WEIGHT OF EMPTY INNER CONTAINERS: N/A (16)

TOTAL (17): N/A

TOTAL GROSS WT. (18): 3992.4

WEIGHT PER CONTAINER (19)

GROSS (20): 110.90 TARE (21): 0.72 NET (22): 110.18

CONDITION OF CONTAINER: (23) N/A

CONDITION OF COMMODITY: N/A

CONDITION OF CARRIER: (see remarks)

COMMODITY FUMIGATED WITH: N/A

NUMBER AND KIND OF CONTAINERS (12): 8900 – 50 KILO BURLAP SACKS
Marks: Wonder Corn/Product of The/United States
Located in area B-7.

SAMPLER (13)	DATE	TIME START	TIME STOP	HOURS WORKED	SERVICE PERFORMED
Eddie Brown	8-2-00	0800	1630	8*	Weighing
Eddie Brown	8-2-00	1630	1930	3	Check loading
			TOTAL HOURS	11	

REMARKS (24): * 1/2 hr. lunch
Hold No. 3 examined and found to be clean, dry, and free of infestation at 1600 hrs.
2 sacks broken, not replaced, deduct net avg./sack x (2) from net weight.

SCALE INFORMATION (25)

SCALE ID	DATE	TIME	CONDITION	WEIGHER
003	8-2-00	0800	OK, clean	E. Brown
"	"	1030	" , "	"
"	"	1230	" , "	"
"	"	1430	" , "	"

ESTIMATED WEIGHT OF LOT

GROSS (26): 987,010 TARE (27): 6,408 NET (28): 980,382

WARNING: Any person who shall knowingly falsely make, issue, alter, forge, or counterfeit this report, or participate in any such actions, or otherwise violate provisions in the U.S. Grain Standards Act, Agricultural Marketing Act of 1946, U.S. Warehouse Act, or related Federal laws is subject to criminal prosecution and assessment of civil penalties.

SIGNATURE (29): Eddie Brown

FORM FGIS-991 (7-88) *(Combines Forms FGIS-991 (6-87) and WH-25 (4-79), which may be used.)*

OVER →

i. **FGIS-991, General Service Worksheet.** Use the FGIS-991, General Service Worksheet, to compute and document the official weight when checkweighing sacked grain, rice, and pulses. Retain the General Service Worksheet for 5 years.

Instructions for Use. Use the General Service Worksheet for recording the following information:

(1) The name and mailing address of applicant.

(2) The field office covering the facility's area.

(3) Page number of form (and total) used to determine the certified weight.

(4) Location where service is provided.

(5) Type of commodity.

(6) Indicate the type movement as either IN, OUT, EXPORT, or LOCAL.

(7) ID No. of the lot.

(8) Contract No. of the lot if applicable.

(9) Indicate the proper carrier as a barge, boxcar, hopper car, sea van, truck, unit train, or vessel. State the name, initials numbers, etc.

(10) Place any pertinent seal information; seals broken, applied, etc.

(11) Record the individual gross weight of each container sampled.

(12) Record the lot size and a complete description of the containers, including any unique identifying marks, numbers, and symbols. If the grain must be confined to a specified area of a storage facility to preserve its identity before loading, record the specified area.

(13) Service performed areas; name of sampler, date, time started, time finished, and indicate weighing services performed, e.g., weight sampling, check-loading, etc.

(14) Record the number of empty outer containers weighed.

(15) Weight of empty outer containers.

(16) Record the number empty inner containers weighed.

(17) Weight of empty inner containers.

(18) Total Gross WT.; sum of all filled containers weighed by official weigher.

(19) Weight Per Container.

(20) Gross -- calculate by taking Total Gross Wt. (18) divided by number of samples in (18). Round the result to the nearest hundredth.

(21) Tare -- divide total Empty Outer Containers (14) by number of containers weighed, do the same for the inner containers, if applicable, add to outer tare. Round the result to the nearest hundredth.

(22) Net -- Gross per Container (20) minus Tare per Container (sum 14 and 17). Carry to the hundredth unit.

(23) Condition blocks, condition of container, commodity, carrier, and type of fumigation used, if applicable.

(24) Remarks, stowage examination statements, seal application, or removal, etc.

(25) Scale information, document balance, and strain tests for the shift in the spaces provided in the scale information area.

(26) Gross; multiply lot size by average gross per container. Round the result to the nearest pound.

(27) Tare; multiply lot size by average tare weight per container. Round the result to the nearest pound.

(28) Net; subtract the estimated total tare weight from the estimated total gross. The sum should be a whole number. Place this number in the net weight block of the certificate.

(29) Signature of employee completing the form.

Exhibit U., Application For Approval To Operate As A Weiging Facillity

U.S. DEPARTMENT OF AGRICULTURE
GRAIN INSPECTION, PACKERS AND STOCKYARDS ADMINISTRATION
FEDERAL GRAIN INSPECTION SERVICE

FORM APPROVED: OMB NO. 0580-0013

APPLICATION FOR APPROVAL TO OPERATE AS A WEIGHING FACILITY

This application form must be completed and approved before operating as a weighing facility (7 U.S.C. 7A(f).)

See reverse for additional instructions

NAME OF FACILITY:

ADDRESS: *(Street, City, State, and Zip Code)*

OWNER OF FACILITY:

NAME:

ADDRESS: *(Street, City, State, and Zip Code)*

OPERATOR OF FACILITY:

NAME:

ADDRESS: *(Street, City, State, and Zip Code)*

The following named persons are employed at this facility as weighers. Each individual has demonstrated the technical ability to operate grain weighing equipment and has a reputation for honesty and integrity.

All requirements and attachments are described on the reverse and must be met before signing application.

SIGNATURE OF OPERATOR AND DATE	SIGNATURE OF OWNER AND DATE

FGIS FORM 1001 OCT 94 *(Replaces Form WH-30 (V81) which is obsolete)*

Public reporting burden for this collection of information is estimated to average .133 hrs. per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect to the collection of information, including suggestions for reducing this burden, to Department of Agriculture, Clearance Officer, OIRM, Room 404-W, Washington, DC 20250, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

-INSTRUCTIONS

Attached to this form will be:

A. A blueprint or similar drawing of the facility (if not on file in the field office or delegated state office) showing the locations of:

1. The loading, unloading, and grain handling systems;
2. The scale systems used in the weighing of grain and;
3. The bins, interstices, and other storage arrangements.

B. The identification of each scale in the facility that will be used for weighing grain under the Act.

C. If the facility has an automated data processing system directly related to, or indirectly interfaced through other devices or process but related to the handling or weighing or grain and certification of grain, the application shall show or be accompanied by the following information:

1. System planning documents which show (a) preliminary user requirements; (b) preliminary system design; (c) preliminary hardware/software definition, and (d) development project plans; or

2. System design documents which show (a) general user requirements; (b) detailed system requirements; (c) general system design; (d) detailed system design, and (e) implementation plans; or

3. Existing system implementation document which show (a) the identification and description of the existing system in terms of the locations, type, and model of the hardware, including but not limited to the mainframe, the terminals, printers, communications, hardware, and other related components and peripheral devices; (b) a description of the software, including but not limited to a listing of the source language for the application a flowcharts of the programs and subroutine (sub-programs); and a description, including the formats, of the input, output, and related records and files; (c) a document description of the changes or modifications made to an existing or planned system, and (d) a description of the procedures for testing the system; a description of the internal controls on accuracy and security for safeguarding the system from the loss, misrepresentation, or manipulation of data; and for providing audit trails; and (e) the instructions for operating the system including but not limited to (i) an operator's manual or instructions for operating and using the hardware and (ii) a user's guide for operating and using the application programs. Requests to operate as a weighing facility shall also show any related information which may be required by the Service.

D. Any related information requested.

FGIS FORM 1001 *Reverse*

j. **Form FGIS-1001, Application for Approval to Operate as a Weighing Facility.** The U.S. Grain Standards Act and regulations require facilities to submit information showing that the weighing facility and the elevator personnel operating weighing equipment at that facility meet the conditions necessary for official weighing. Facilities are required to provide this information when service is first established, and annually afterwards.[2] Facilities fill out the FGIS-1001, Application For Approval To Operate As a Weighing Facility, to document that their employees are trained to run scales and the importance of operating them properly for Official weighing.

Field offices, delegated, and designated agencies are responsible to see that this information is submitted annually. Agencies may obtain this form from their supervising field office. After agency managers receive and review the form FGIS-1001 and supporting attachments from the facility, they should send two copies of the form FGIS-1001 and supporting attachments to their supervising field office.

Field offices can use this form's annual completion as a cue to evaluate if the office's and agency's facility handbook(s) is in need of updating. The information required on this form is similar to the information required to compile facility handbooks. After field office managers know the information on the FGIS-1001 is accurate, send a copy of each FGIS-1001, to the Weighing and Equipment Branch.

Instructions for Use.

(1) Name of the facility, mailing and street address.

(2) Owner's name and address.

(3) Name of person or company who actually operates the facility.

(4) Names of persons employed at the facility that operate the facility's scales as weighers. By listing employees here, the facility is stating that these individuals can demonstrate a technical ability to operate grain weighing equipment and have a reputation for honesty and integrity. If the facility's personnel

2 The agency or field office may already have all the information shown on the back of the FGIS-1001, especially if the facility has been prompt in notifying official personnel of conditions affecting official weighing (official personnel should always be notified of changes affecting weighing). If this is the case, it is not necessary to submit the attachments with the FGIS-1001 again.

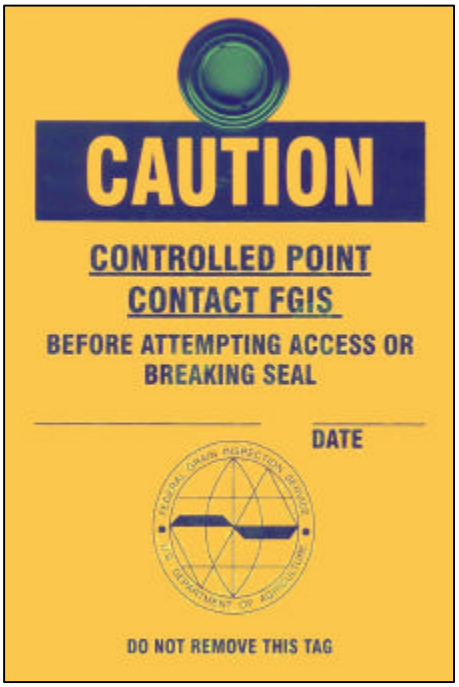
fluctuates because personnel are hired from employment pools, such as longshore personnel, the individuals who directly supervise these individuals (facility) or "key" longshore personnel can be listed. These blanks do not require the signature of the individual.

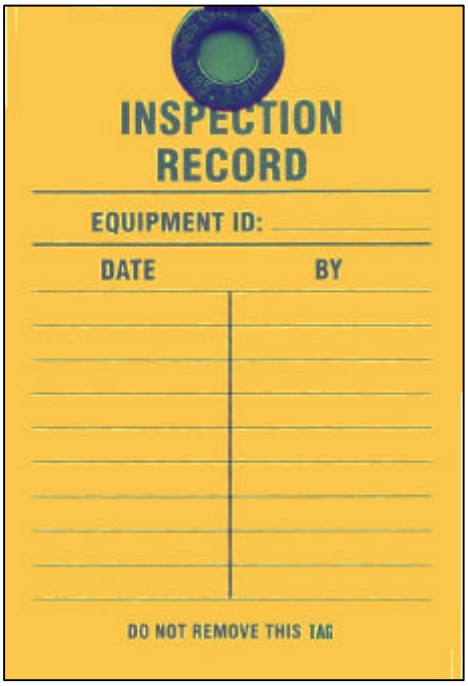
(5) Operator's signature with date (usually the plant superintendent or manager).

(6) Owner's or corporate officer's signature with date.

Exhibit V., Controlled Point Caution Tag

Exhibit W., Controlled Point Caution Label





k. **Form FGIS-999, Controlled Point Caution Label and Tag.**

Unauthorized seal breakage or lock removal can cause increased cost to industry because of the time and cost of retesting equipment when its integrity has been lost. To aid in avoiding accidental seal breakage, a controlled point caution label or tag may be used. The label (Exhibit V) serves only as a caution notice and is self-sticking. The tag (Exhibit W) version has space on the back for documenting checks of equipment, and has a plastic grommet so that it allows attachment by lock, wire seal, railcar seal, or plastic tie wrap. Both are bright orange in color.

Use the caution label/tag only in conjunction with a numbered railroad seal, lock, or pressure seal. Do not use the label itself as a sealing device. Follow applicable program area handbook requirements for seal record keeping information. Examples of proper placement for the labels/tags are on:

(1) Diverter sampler inspection doors;

(2) Interface panels from input/output devices (I/O's) to programmable logic controllers (PC's) or central processing units (CPU's) (as associated with automated weighing systems); and

(3) Scale external interfacing and control -- optical (opto) isolator boxes (as applicable).

Examples where <u>not</u> to use the labels: (1) load cell junction boxes; (2) supply cabinets; (3) sealing carriers; (4) sample containers; (5) moisture meters; (6) trailer doors; and (7) bins.

Official agencies may use the label or tags (Forms FGIS-999). Agencies order them from a local field office. Field offices use the fax order form presently used to order equipment-testing forms from the Weighing and Equipment Branch. A copy of the fax order form is available on the GIPSA internet homepage.

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